

LIBRARIAN II

DEFINITION:

Under general direction to plan, organize, and coordinate the functions of a library section; supervise subordinate personnel; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class differ from those in the lower level Librarian I class in that incumbents work with only general direction and are responsible for the coordination of a service area such as reference services, branch services, cataloging or other special services. They typically perform specialized professional Librarian duties, which may include the supervision of other Library personnel.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by a higher-level librarian. Responsibilities may include providing direction and supervision to other professional librarians as well as direct and indirect supervision of library clerical staff.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

1. Plans, organizes, directs and coordinates the functions of a major service area of the library.
2. Recommends on selection and discarding of books, periodicals, records, display materials, cassettes, and microfiche by reading books, book reviews, and other materials and making recommendations to the Library Director.
3. Performs reference and readers advisory work, by answering questions in person and by telephone and exploring alternative sources of information such as other agencies and libraries. Questions patrons to pinpoint what they want. Updates factual material and coordinates loan services with other libraries.
4. Independently performs complex cataloging and classification review and related activities as assigned.
5. Directs or participates in community programs such as library tours for community groups, special programs for children and adults and on site visits to represent the library.
6. Attends job-related meetings such as weekly staff meetings, Bay Area Library Information Systems meetings and other area meetings.
7. Prepares and submits performance evaluations on subordinate staff.

8. Monitors section functions, submitting timely reports that chronicle significant changes and budget needs/concerns.

QUALIFICATIONS:

Knowledge, Abilities and Skills

- A. Knowledge of library procedures and subject matters including reference materials, cataloging, classification, book section, circulation, processing, automated systems, and adult and children's reader advisory services.
- B. Ability to work with the public. Includes effective communication skills, empathy for the public, tenacity for solving problems, working with irate patrons, and working with constant interruptions from telephone, the public and subordinates.
- C. Skill in book selection techniques. Includes the ability to read literacy reviews and publishers catalogs and make sound judgements relative to balancing what is needed in the collection in terms of quality and community needs.
- D. Knowledge of adult and children's literature including specific titles and trends.
- E. Ability to make independent judgments and choose appropriate solutions relative to day-to-day activities.
- F. Creativity and openness to new ideas including ability to think of new projects and activities.
- G. Skill in relating with children. Includes working with groups of children and skill in book talk and story telling.
- H. Ability to work effectively with committees, co-workers and community groups.
- I. Interest and involvement in professional organizations and activities outside of regular work hours.
- J. Skill in classifying and cataloging a wide range of books and library materials using both manual and automated procedures.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years experience working as a professional librarian with appropriate experience in, reference services, branch services, cataloging or other special services. Specialized subject knowledge is desirable.

Education:

Equivalent to graduation from college and a Master's Degree in Library Science.

PROBATIONARY PERIOD: One Year

626CS98

June 1966

Revised September 1998

AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt